

Restructuring Information Handbook Module 9

Voluntary Early Retirement

Unit F, Basic Index to Module 9 (Draft June 2003 version)

Introduction

The U.S. Office of Personnel Management developed the **Restructuring Information Handbook** to assist Federal agencies in identifying the mandatory statutory and regulatory procedures that apply to restructuring situations.

The Handbook also offers agencies options for minimizing or even eliminating the disruption that often results from restructuring.

There is no requirement for Federal agencies to use this Handbook. Also, the United States Court of Appeals for the Federal Circuit stated in **James v. Von Zemenszky**, 284 F.3D 1310 (2002), that: ". . . OPM's Restructuring Information Handbook is not a formal regulation, but merely an informal statement of agency views."

The structure of the Handbook assists the user in locating as much or as little restructuring information as the user needs. Some Modules contain only one **Unit** in addition to the two index units, while other Modules have two or more Units.

For subjects with mandatory statutory or regulatory requirements, **Unit A (Mandatory Requirements)** provides the user with a crash course on the subject in Section 1, and also with detailed information, complete with citations of requirements contained in law and regulation.

When appropriate, **Unit B (Guidance)** provides the user with useful guidance, including key appeals decisions from appellate bodies such as the Merit Systems Protection Board.

The summaries of appeals decisions are guidance prepared by individual OPM employees. The appeals summaries do not represent official summaries approved by OPM, the Board, or other appellate organizations, and are not intended to provide legal counsel or to be cited as legal authority. Instead, the appeals summaries inform and help the user locate relevant appellate precedents on a specific downsizing subject.

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
Restructuring Information Handbook Module 9
Voluntary Early Retirement
Unit F, Basic Index to Module 9 (June 2003)

Unit F (Basic Index to Module) and **Unit G (Detailed Index to Module)** help the user readily locate information within a specific Module.

Other Modules may contain additional Units, such as **Unit C (Appeals Index)**, and **Unit D (Samples)**.

Finally, Module 1 contains **Unit H, (Detailed Index to the Restructuring Information Handbook)**.

We welcome comments on the Restructuring Information Handbook.

Send any comments and suggestions to the Center for Talent and Capacity Policy at (202) 606-0960; FAX (202) 606-2329; or e-mail Thomas A. Glennon at taglenno@opm.gov.

Contents

OPM's Restructuring Information Handbook Modules contain the following topics:

Topic	Module	Unit(s)
Planning and Alternatives for Restructuring	1	B, F, G, H
Human Resource Responsibilities in Restructuring	2	B, F, G
Reduction in Force	3	A, B, C, D, E, F, G
Transfer of Function	4	A, B, C, F, G
Reduction in Force Furlough	5	A, B, C, F, G
Reemployment Priority List	6	A, B, C, F, G
Career Transition Assistance	7	A, F, G
Interagency Career Transition Assistance Plan	8	A, F, G
Voluntary Early Retirement	9	A, B, C, F, G
Voluntary Separation Incentive Payments	10	A, B, C, F, G

Restructuring Information Handbook Module 9

Voluntary Early Retirement

Unit F, Basic Index to Module 9 (Draft June 2003 version)

Introduction Restructuring Information Handbook Module 9 provides guidance on OPM's Voluntary Early Retirement Authority (VERA) regulations published in sections 831.114 and 842.113 of title 5 of the Code of Federal Regulations. Module 9 consists of five Units: (1) Unit A, "Required Procedures," (2) Unit B, "Guidance," (3) Unit C, "Voluntary Early Retirement Appeals," (4) Unit F, "Basic Index to Module 9," and (5) "Detailed Index to Module 9." This is the June 2003 version of Unit F.

Contents This publication contains the following topics:

Topic	Begins at Page
Basic Index to Module 9	1

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 9
 Voluntary Early Retirement
 Unit F, Basic Index to Module 9 (June 2003)

GENERAL SUBJECT-	SPECIFIC SUBJECT-	CITE-	UNITS-
AGENCY MANAGEMENT OF VERA	NOTIFYING OPM OF VERA CHANGES	6-2	A
	SCHEDULED VERA REPORTS TO OPM	6-1	A
EMPLOYEE ELIGIBILITY FOR VERA	DISCONTINUED SERVICE RETIREMENT	3-2	A
	GENERAL ELIGIBILITY	3-1	A
	VOLUNTARY SEPARATION INCENTIVE PAYMENT	3-3	A
LEGAL BASIS FOR VERA	OPM OPERATING PROCEDURES	2-3	A
	REGULATORY AUTHORITY	2-2	A
	STATUTORY AUTHORITY	2-1	A B
MANAGEMENT RIGHTS IN VERA	ENSURING THAT EARLY RETIREMENTS ARE VOLUNTARY	4-5	A
	MANAGEMENT RIGHT TO REQUEST VERA	4-1	A B
	MODIFYING VERA	4-4	A B
	RESTRICTING VERA	4-2	A B
	TERMINATING VERA	4-3	A
OPM OVERSIGHT OF VERA	OPM RIGHT TO MODIFY OR TERMINATE VERA BECAUSE OF AGENCY'S ACTIONS	7-2	A
	OPM RIGHT TO SUSPEND VERA BECAUSE OF OVERDUE REPORTS	7-3	A
	OPM RIGHT TO TERMINATE VERA BECAUSE OF CHANGED SITUATION	7-1	A
OVERVIEW OF VERA	PURPOSE	1-1	A
	VERA HISTORY	1-2	A
REQUESTING VERA FROM OPM	INFORMATION IN REQUEST	5-2	A

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
Restructuring Information Handbook Module 9
Voluntary Early Retirement
Unit F, Basic Index to Module 9 (June 2003)

GENERAL SUBJECT-	SPECIFIC SUBJECT-	CITE-	UNITS-
REQUESTING VERA FROM OPM	MAXIMUM TIME PERIOD FOR VERA	5-3	A
	NOTIFYING OPM OF VERA CHANGES	5-5	A
	REQUEST BY AGENCY'S HEADQUARTERS	5-1	A
	REQUIREMENT TO FORWARD VERA REPORTS TO OPM	5-4	A